

JOB VACANCY

FACILITIES MANAGER

(Job Reference No: GMD0321)



Gordon Murray Design Limited currently has an exciting opportunity for a **Facilities Manager** to join our Design, Development and Engineering Centre based in Shalford, Surrey.

Responsibilities:

To manage all aspects of the Facilities function within the Operations Department with particular focus on the areas of Facilities Management, Business Administration, Health & Safety, Security, Quality Management Systems & Procedures, ensuring at all times that the demands of the business are met.

Qualifications and experience:

A proven track record of successful operations management including all aspects of process development and execution, as well as the ability to manage small teams of highly focussed personnel. Given the nature of responsibilities detailed above, it would be highly beneficial for you to be able to demonstrate:

- Technical knowledge, skills and ability relevant to the operational areas described
- A good understanding and respect for budgetary control
- The ability to conform to shifting priorities, demands and timelines through analytical and problem solving capabilities.
- Strong organisational skills
- The ability to accept a task and see it through to completion
- The initiative to follow-up on outstanding issues, unprompted
- The ability to problem-solve
- The ability to multi-task effectively
- An extremely keen eye for detail
- A high level of accuracy (literate and numerate)
- A proficiency in Word, Excel and Outlook software packages

Other attributes will include:

- Effective communication at all levels
- A positive outlook and professional manner
- At ease with systems and procedures
- High levels of reliability and integrity
- Keen to learn, coupled with a positive approach to change

Motivation and enthusiasm are equally important, as is the willingness to work additional hours when required.

GORDON
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To Apply:

Please send an up-to-date CV, including details of your current salary to:

Human Resources
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GU4 8EP

Email: hr@gordonmurraydesign.com